



DID YOU KNOW?



Did you know that you can save steps in the new SP-1 system?

By adding your building addresses to your Department profile, they will automatically show on the drop down list in the SP-1. This will save your users from having to enter it every time they create an SP-1.

Did you know the Surplus Office doesn't receive the SP-1 until it has been approved?

An SP-1 will not show on the pickup scheduler until the SP-1 is approved. Check out the FAQ's for information on approving SP-1's.

Did you know there are FAQ – Frequently Asked Questions – in the Surplus System?

Let us know if your questions were answered in the FAQ's or if you have any questions, which need to be answered in the FAQ section.

Did you know there are instruction manuals available on our website?

There are two instruction manuals, one for creating SP-1's and one for updating the department profile and users. Go to fleet.utah.gov, click on 'Surplus', click the plus sign by Surplus Program, then click on the instructions you want. The password is '4120surplus' for both sets. Once the instructions are opened, you can save it to your computer. Click file, save as and make sure the file is saved where you can find it.

Did you know about the online auctions for surplus?

Surplus Property currently has 4 on-line auction venues Surplusapps.dts.utah.gov/spomaster/public.aspx, Ebay.com, Publicsurplus.com, and Govdeals.com. You can find the links for them and search our inventory by visiting our website surplus.utah.gov. To view the online auctions click on the "Surplus On-line Auctions" link on our main page. You can also view our current inventory by clicking on the links on our main page.

Surplusapps.dts.utah.gov/spomaster/public.aspx is our auction site. It has been up and running since February 2007.

Did you know we are a power seller on Ebay.com and our store name is utahsurplus.

Publicsurplus.com is a nationwide venue that cities, counties, and school districts use to sell their surplus items.

Govdeals.com is a nationwide site that we just started using. Most of their customers are on the East Coast, we are one of the first on the West Coast.

On-line auctions are fun and exciting. You can buy anything at anytime, right from your own home. Over 6,000 items are added to Ebay.com daily. There are over 7,000,000 hits per week, a vehicle sells every minute, a part or accessory sells every 2 seconds, and dealers make the majority of vehicle sales.

Come and join the fun of on-line auctions!

If you have any questions about our auctions contact Shelli Stephenson 801-619-7200.

Fleet and Surplus Services will be sending out more *Did You Know* e-mails out in the future to help you with the Surplus Management System. If you have any helpful hints that you feel might help someone else, please forward them to Corry Hill, coraleehill@utah.gov and you might be featured in the next *Did You Know* series.

Again if you have any questions about the Surplus Management System or would like to schedule training, contact either Amanda Ronan @ (801) 538-3586 or Corry Hill @ (801) 538-3192. If you have any questions about the Surplus Process, contact Surplus Property at (801) 619-7200.